

BY ORDER OF THE COMMANDER



SAFB SUPPLEMENT 1
AFMAN 23-110, Vol II, Pt 13, Chap 1
21 July 1999
Supply

**STANDARD BASE SUPPLY CUSTOMER'S
PROCEDURES GENERAL AND ADMINISTRATIVE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

★**NOTICE:** This publication is available digitally on the **SAFB WWW** site and can be accessed at: <http://web.sheppard.af.mil>. If you lack access, contact the OPR or Base Publications Manager.

OPR: 82 LS/LGSS (Mr. Carter)
Supersedes AFMAN 23-110,
Vol II, Pt 13, Chap 1/SAFB Sup 1, 10 Oct 96

Certified by: 82 LS/LGSS (MSgt Brown)
Pages: 2/Distribution: F;X
HQ AETC/LGSSPP

AFMAN 23-110, Volume II, Part Thirteen Chapter 1 is supplemented as follows: This supplement applies to organizations supported by SAFB Base Supply, including tenants and satellites. It does not apply to any geographically separated unit.

★**1.4.1.** The Customer Service Element, Customer Support Flight (82 LS/LGSSM), extension 6-6261, is the primary contact point for customer inquiries, problems, or assistance. Submit queries by telephone, letter, or in person.

★**1.9.** Use Sheppard AFB (SAFB) Form 561, **Request for Establishment of Organization Record**, to request the assignment of an organizational code or an additional shop code. Prepare the form in one copy and forward/handcarry it to 82 LS/LGSSP.

★**1.9.4.** Accomplish changes to delivery destination codes by letter addressed to 82 LS/LGSSMD-R.

1.9.16.(Added)(SAFB). Configuration Data. This will reflect type, size, number, or capacity of personnel, systems, aircraft, engine, facilities, dining halls, day rooms, Bachelor Officer Quarter (BOQ) or Visiting Officer Quarter (VOQ) dormitories, etc., of the requesting activity. The data will be submitted on SAFB Form 352, **Configuration Data Resume**. Prepare the SAFB Form 352 in one copy and attach it to the SAFB Form 561 submitted for a new organization code.

★**1.9.17.(Added)(SAFB).** Organization/Shop Code Cancellation. Request cancellation of an organization or shop code by submitting a letter to 82 LS/LGSSP. The letter must clearly indicate

whether the request is to cancel the organization code (three-digit account number) and all associated shop codes or only a specific shop code. In addition, specify whether cancellation is for an equipment account, supply account or both. The correspondence must contain the following statement: "I certify that all equipment and supply items in possession of this organization have been turned in to Base Supply, transferred to other organizations, or disposed of to the Defense Reutilization and Marketing Office (DRMO) and all due-outs from Base Supply have been cancelled. Property responsibility has been satisfied. No further transactions will be negotiated on this account." The correspondence will be signed by the organization commander or comparable staff officer having operational jurisdiction over the function supported.

★**1.10.3.1.** Submit requests for changes of equipment custodians on SAFB Form 39, Appointment of Equipment Custodians, to 82 LS/LGSSME.

★**1.10.5.1.** Customer Service within Base Supply is the single point of contact for DRMO withdrawals.

1.10.6.(Added)(SAFB). Individual Equipment:

★**1.10.6.1.** Organization commanders or functional supervisors are responsible for determining requirements within the prescribed basis of issue for individual equipment items. Commanders or supervisors will forward requirements for Individual Equipment managed items by letter to 82 LS/LGSSDB. This letter will include organization account code, shop code, AFSCs, and individual equipment items for each specialty code (AFSC). Do not include items exempt from over-the-counter custody control in organization requirements. Any changes in activity requirements or the appointment of a new commander or acting commander requires the submission of a new letter with the individual's signature block.

1.10.6.2. Individual equipment items are only issued upon receipt of a written request signed by the squadron commander, acting commander, staff agency chief, or a designated representative identifying items required. The AFSC, social security number (SSAN) or civilian identification card (ID) card number of the individual, and the organization and shop codes must be included in the letter of request.

1.21.(Added)(SAFB). **Forms Prescribed.** SAFB Form 39, **Appointment of Equipment Custodian**, and SAFB Form 561, **Request for Establishment of Organization Record**.

TIMOTHY J. KAUFMAN, Colonel, USAF
Vice Commander